

- **Thank You Program**

An informal honorary award initiated by an RL or ORP employee which is granted to either an RL/ORP employee, group of employees, or other Federal employee(s) outside RL/ORP. Recognition is for a specific contribution related to official employment. The Recognition form can be initiated by an RL or ORP employee and approved by the submitter's authorized supervisor. Completed forms are brought to the Recognition Store, where the submitter will choose an appropriate award item. A selection of award items are available in the Recognition Store located in the Federal Building, Rm. 100, between the hours of 7:00 a.m.-4:30 p.m.

The recipient's action must meet specific criteria to receive a Thank You. Two categories are established to identify these actions. If an employee's ACTION affects their TEAM, DIVISION, and/or ANOTHER EMPLOYEE, the recipient would receive a SILVER award. If the ACTION impacts the ASSISTANT MANAGER, RL/ORP AS A WHOLE, and/or HQ level, the recipient would receive a GOLD award.

**SILVER AWARD EXAMPLE:**

*If an employee was on vacation for a week and another employee acted on his/her behalf during that absence, the acting employee could be nominated for a silver award (the action was one employee assisting another employee).*

**GOLD AWARD EXAMPLE:**

*If an employee had to pull together a report for an Assistant Manager to present to HQ personnel and that report required gathering information from each division within the Assistant Manager's organization, the employee could receive a GOLD award (the action would be retrieving information to present to HQ from each division).*

**Nomination Process:**

1. Prepare a Recognition Form which should include a brief description of the contribution and resulting benefits. The form should be completely filled out and signed by the submitter's supervisor (authorizing the funds from that division).
2. Bring the completed form to the Awards Administrator, Rm. 100, Federal Building, for processing.
3. Choose an award item from the merchandise in stock and is given a personal Thank You card.
4. Present the award and card to the recipient ASAP.
5. Recipient can exchange the award item **only once** and has one week to complete the exchange, if desired, and should contact the Recognition Store to arrange for pickup and delivery if transportation to the Federal Building is inconvenient.